



**MATANUSKA-SUSITNA BOROUGH**  
**ELECTION OFFICIAL APPLICATION**  
**TUESDAY, NOVEMBER 4, 2025**

Borough Clerk's Office  
 350 E. Dahlia Avenue  
 Palmer, AK 99645  
 907-861-8683 phone  
 907-861-7845 fax  
[www.matsugov.us](http://www.matsugov.us)

Greetings,

Thank you for your interest in serving as an Election Official for the Matanuska-Susitna Borough. The Regular Election is scheduled for **Tuesday, November 4, 2025**. There may be a possibility for a special election of unknown date. Please indicate if you are available for **one or all** borough elections. We always need people willing to serve as Chairpersons. If you are interested in serving in this capacity, please indicate that on the application. If you have any questions regarding chairperson duties, feel free to contact our office and we can discuss it further.

Per Borough Code, applications must be submitted annually. If you are interested in serving in this year's election(s), please complete, sign, and return the attached application (**on the reverse side**) to the Borough Clerk's Office **ASAP** at 350 E Dahlia Ave, Palmer, AK 99645, or email to [estelle.wiese@matsugov.us](mailto:estelle.wiese@matsugov.us), or fax to 907-861-7845.

If you need an additional application, you can print one from our website at [www.matsugov.us/elections](http://www.matsugov.us/elections) or request via email to [estelle.wiese@matsugov.us](mailto:estelle.wiese@matsugov.us)

**Dates to Note:**

- Return Election Official applications to Borough Clerk's Office **ASAP**. As we need time to form the boards and send the names forward to the Assembly for confirmation.
- The following dates could be earlier, should we have a special election.
  - Election Official appointments presented to the Borough Assembly for confirmation at the regular Assembly meeting: **September 2, 2025**.
  - Letters of confirmation and assignments mailed: **by September 4, 2025**.
  - Absentee Official training date will be: **October 17, 2025**.
  - Election Official training dates: **October 29 thru October 31, 2025**, depending upon precinct assignment. Assignment letters will contain the assigned training date and any pertinent Chairperson information.
  - Chair Official training date and supply pick up: **Saturday, November 1, 2025**.
  - Hand Counting teams will be trained in October.
  - Election Day: **Tuesday, November 4, 2025**, Election Officials arrive at the polls at 6:30 a.m. Polls are open from 7 a.m. to 8 p.m.

**Questions? Please contact the Borough Clerk's Office at 907-861-8683.**

**Applications and more information are available on our website at [www.matsugov.us/elections](http://www.matsugov.us/elections).**

Very Respectfully,

Lonnie McKechnie, CMC  
 Borough Clerk

Estelle Wiese  
 Deputy Borough Clerk

**Please complete the information and applicable choices below and return this form to the Borough Clerk's Office in the enclosed prepaid return envelope.**

<input type="checkbox"/>	I am submitting my application and have completed all sections of the form and have <b>signed</b> on the reverse side of this letter. I understand, if assigned, I will receive my precinct and training date once confirmed by the Assembly.
<input type="checkbox"/>	I am uncertain about serving as an election official and invite you to contact me at a later date. Estimate timeframe to contact about possibly serving: _____
<input type="checkbox"/>	I am unable to serve as an election official for the Regular Election and possible special election. Please keep me on the list for next year.
<input type="checkbox"/>	I am no longer interested in serving as an election official and request that my name be permanently removed from your records.
<input type="checkbox"/>	In the event all precinct teams are full or if I was not assigned to a specific precinct, I am available to serve as an <b>alternate precinct official</b> and have reserved the date of <b>November 4, 2025</b> , and possibly the special election.

**1. SELECT THE ELECTION(S) YOU ARE AVAILABLE TO WORK**

Regular Borough Election (November 4, 2025)       Special Borough Election       All 2025 Borough Elections

**2. APPLICANT INFORMATION - PRINT CLEARLY AND LEGIBLY**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_  
**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Residence Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Confidential Identifier: Please provide at least one confidential identifier to verify your voter registration status.**  
 Date of Birth: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_ Voter No.: \_\_\_\_\_

**3. WHICH POSITION(S) ARE YOU MOST INTERESTED IN WORKING? Indicate below:**

Precinct Chairperson       Poll Worker  
 Hand-Count Chairperson       Hand-Count       Early/Absentee Hand Count  
 Canvass Board (Meets day after election & up to two weeks to certify Election results. Hours vary.)

Early/Absentee Voting Official (Early/Absentee in-person voting is two weeks prior to Election Day)

MSB – Palmer **Monday-Friday** (7:30 am to 5:30 pm)       DOE – Wasilla **Monday-Friday** (7:30 am to 5:30 pm)       DOE – Wasilla **Saturday's & Sunday's** (9:30 am to 4:30 pm) (11:30 am to 4:30 pm)

**Which area of the Borough or precinct do you wish to be assigned, if any? Do you share a ride with another worker? (We are unable to accommodate all requests):**

**Have you ever served as an Election Official for the Matanuska-Susitna Borough? Or AK Division of Elections? Or another municipality?**

YES How long? \_\_\_\_\_       NO (List experience that will help you serve as an election official): \_\_\_\_\_

**4. CONFLICTS (Attach a separate sheet, if necessary)**

Are you aware of any conflict of interest with an issue or candidate that may appear on the ballot that could be considered incompatible with your service as an Election Official, such as, a candidate is a member of your immediate family?

NO       YES, Please explain: \_\_\_\_\_

Have you been convicted of any crime, excluding traffic tickets?

NO       YES, Please explain: \_\_\_\_\_

**Hand-Count Officials Only** – People who are dating, in the same household, or immediate family members cannot serve as Hand-Count Officials together at the same location. Is anyone meeting the description above also applying to be a Hand-Count Official?

NO       YES, Please provide the name(s): \_\_\_\_\_

**5. CERTIFICATE OF SIGNATURE**

I certify that the information contained in this application is true, accurate, and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Voter No.:** \_\_\_\_\_ **Registered Precinct:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
**Precinct Assignment:**  Precinct Chair     HC Chair     Other Assignments     EV/Absentee Voting Official - Location: \_\_\_\_\_ Shift: \_\_\_\_\_  
 Poll Worker     Hand-Count     Early/Absentee Hand Count     Canvass Board

**Database Entry:** \_\_\_\_\_ **Notes:** \_\_\_\_\_